

# **LOCATING A PERSON OR BUSINESS**

## **1. How to Locate a Person.**

**If you cannot find the person you want to sue or who owes you money you may find the following information helpful in locating him or her.**

### **If the person has moved.**

Address a letter to the defendant at the last known address. Several spaces below your return address, write "Address Correction Requested. Do Not Forward." The letter will be returned to you with the new address, if one is on file.

### **If the person you are seeking owns property.**

A search of the tax rolls could help you find the defendant's home or business address. The tax rolls in your local assessor's office list the names and addresses of property owners in the county by both owner name and address of the property. You can find the address and telephone number of the assessor's office in your county in the government pages of your phone book.

### **The county register-recorder's office maintains a listing of property owners.**

The property owners are listed by name and lists the location of the property owned. You can find the address and telephone number of the register-recorder's office in your county in the government pages of your phone book.

### **If the only information you have concerning the other party is a telephone number.**

If the telephone number is listed, a reverse telephone directory will provide the address. Reverse directories can be found at the main library.

## **2. How to Locate a Business.**

### **If the only address you have is a post office box.**

You can request the name, address, and telephone number of the holder of a post office box that is used for business purposes from the post office. Bring proof that the box is used for business purposes.

### **If the only information you have is a telephone number.**

If the telephone number is listed, a reverse telephone directory will provide the address. Reverse directories can be found at the main library.

### **3. How to Locate a Corporation.**

The Secretary of State maintains a record of the names and addresses of the officers of corporations and their agents for service. The agent for service or a corporate officer can be served with the claim in a small claims action. The fee is \$4.00 for an uncertified copy and \$10.00 for a certified copy per name requested. Write a letter requesting the most recent *Statement of Officers* on file with the Secretary of State. Submit your written request along with your check or money order, payable to the Secretary of State, for the appropriate amount. Enclose a self-addressed stamped envelope for the return of your information. Send to:

Secretary of State - Corporate Status Unit  
1500 11<sup>th</sup> Street  
Sacramento, CA 95814  
(916) 657-5448 (recorded message)

### **4. How to Locate a Sole Proprietorship or Partnership.**

#### **The county clerk's office.**

The county clerk maintains a listing of fictitious business statements. The statement lists the names and addresses of the owners of businesses operating under a name different from the owners. Check the printout (or computer) for a listing of the business to obtain the certificate number. Ask the clerk to assist you in finding the certificate in the files. The certificate contains the owner's name and address. In some counties you can obtain this information by mail. Check with the

county clerk of your county to determine availability, cost, and the procedure to follow. You can find the address and telephone number of the county clerk's office in your county in the government pages of your phone book.

### **The city clerk's office.**

The city clerk's office, tax and permit division, maintains a list of the names and addresses of most persons licensed to do business in a city. You can find the address and telephone number of the city clerk's office in the government pages of your phone book.

## **5. How to Find Limited Partnerships.**

**Contact:** Secretary of State - Limited Partnership Status Unit  
(916) 553-3365

**Give them the name of the company. Ask for the following information:**

1. Full name and address of the limited partnership;
2. Name and address of the general or managing partner; and
3. Name and address of the agent for service.

**For more information, send a written request to:**

Secretary of State - Limited Partnership Status Unit  
1500 11<sup>th</sup> Street, Room 345  
Sacramento, CA 95814